

## Checklist: Developing Onboarding/New Hire Practices

### **Administrative**

- Policies and practices developed for hiring new employees (hiring policies and procedures, confidentiality and nondisclosure agreements and policies, new hire orientation process and agenda, etc.).
- Process in place to record employee/employer receipt of necessary new hire paperwork.
- Process in place to disseminate new hire paperwork to essential departments.
- Practices developed to welcome new employees to the company and department.
- HR procedures developed to ensure payroll and benefit enrollment is completed timely.

### **Training**

- Practices in place for a new hire's first day, including meeting with manager, co-workers, tour of facility, lunch, etc.
- The following training presentations developed:
  - "About Our Company and How We Do Things"
  - "Managing at Our Company" training for new managers
  - Sexual harassment prevention
  - "Performance Management at Our Company"
  - Overview of company policies and procedures
- Mentoring/buddy program established and training provided to mentors/buddies.
- Specialized training necessary for employees to be successful in his or her job developed.
- Communication regarding company annual and long-term goals and objectives prepared.
- Initial employee job goals and objectives established for communication to employee.

### **Meetings**

- Schedule is developed for periodic check-in and training meetings for managers to conduct with new hires.
- Orientation meeting presentations created by each department for new employees to learn about each department and how the new employee's job may relate to those departments.
- Meetings to be scheduled with all internal and external key players involved in the success of the employee in his or her job.

### **Evaluation**

- New hire orientation survey developed, and results reported to senior management team quarterly.